

Program Notice

FGIS-PN-99-7 3/23/99

REVISED FILE RETENTION SCHEDULE FOR LICENSING RECORDS

1. PURPOSE

This program notice transmits a new retention schedule for documents relating to the records of persons holding a license under the United States Grain Standards Act (USGSA) or the Agricultural Marketing Act of 1946 (AMA). Applications, examinations, grades, renewals, terminations, suspensions, other authorized functions, and records of a general nature are included in this new schedule.

2. GENERAL INFORMATION

The present retention period for licensing materials is 10 years (see the Files Maintenance and Records Disposition Handbook) and was established as a basis for reorganizing licensing records. Since the records have been organized and uniform procedures are established for administering the program, the Federal Grain Inspection Service has determined that the retention period could be reduced without any detrimental effect. The National Archives and Records Administration was petitioned for a shorter retention period and one has been granted.

3. RECORD DISPOSITION

The new retention period relating to license applications, examinations, grades, renewals, terminations, suspensions, other authorized functions, and records has been divided into two parts. They are:

7110 License Issuance - Documents relating to license applications, examinations, grades, renewals, terminations, suspensions, other authorized functions:

- a. Originating Office. Destroy immediately when licensee is deceased or five years after license is terminated, whichever is applicable.
- b. All Other Offices. Destroy when two years old.

7150 Investigations - Material relating to violations of the United States Grain Standards Act and conflict of interest.

(4) Licensee Conflict of Interest

- a. Originating Office. Destroy immediately when licensee is deceased or five years after license is terminated, whichever is applicable.
- b. All Other Offices. Destroy when two years old.

4. QUESTIONS

Direct any questions regarding this program notice to the Standards and Procedures Branch at (202) 720-0252.

David Orr, Director
Field Management Division